

# Job Title: CIVIL ENGINEER VI - DESIGN CONSULTANT SERVICES ENGINEER - IPR#46113

**Agency :** Department of Transportation

**Closing Date/Time:** 12/06/2022

**Salary:** \$7,085 - \$11,020 Monthly

**Job Type:** Salaried Full Time

**County:** Cook

**Number of Vacancies:** 1

**Plan/BU:** NR916 - Protech Teamsters

**This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.**

**All applicants who want to be considered for this position MUST apply electronically through the [illinois.jobs2web.com](http://illinois.jobs2web.com) website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.**

**Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.**

**\*This position is covered by the Revolving Door Prohibition Policy.**

## Agency Mission Statement:

The Illinois Department of Transportation is seeking to hire a Design Consultant Services Engineer .

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## Job Responsibilities

This position is accountable for the direction and supervision of the Consultant Services Section within the Bureau of Design. The incumbent is responsible for the review and evaluation of consultant activities in the preparation of contract plans, specifications, and cost estimates for transportation improvements to ensure that they are

prepared in accordance with departmental design policies, specifications, standards and sound engineering practices.

Personnel Supervised:	Direct: 10, Indirect: 10
Annual Number of Consultant Dollars:	\$120M - \$150M
Annual Construction Dollar Volume of Projects:	\$250M - \$450M
Annual Fee Volume Negotiated:	\$14M - \$30M

This position reports to the Bureau Chief of Design. Reporting to this position are the Consultant Project Engineers, the Consultant Expressway Unit Engineers, and an Office Coordinator.

This position operates district-wide, in a transitional area characterized by intense urban development in the environment within and immediately abutting the city of Chicago; rapidly changing land use that characterizes the eastern and central portions of the metropolitan area; suburban and rural areas of the district's western areas. All of these pose a wide variety of technical and engineering problems associated with the design and the preparation of contract documents for highway improvements, particularly when confronted with unusually large construction programs imposing very demanding deadlines and confronted with consultants who are frequently not completely familiar with applicable state design standards and guidelines.

This intensely developed and rapidly developing area is characterized by the existence of over one hundred miles of expressways and ten thousand lane miles of arterial highways which carry a traffic volume of nineteen to twenty billion vehicle miles annually. There also exists many abutting and adjacent local governmental units, a large complex and interconnected system of utility facilities and a rapidly declining availability of right-of-way, all of which poses unusual problems in the design and preparation of plans and associated contract documents for improvements that combine highway safety and efficiency, economics in construction, and appropriate aesthetic features throughout the adjacent routes and corridors.

### **(Job Responsibilities continued)**

The intense land development and rapidly changing land use, and the prevalence of unfavorable soil conditions and widespread manmade fills in the district, complicates the implementation of drainage design and preparing final drainage plans, all of which requires continuous supervision of consultant activities which the consultant may not fully understand and frequently requires detailed instruction.

Several unique problems confront this position. Prior to the negotiation and approval of the consultant agreement, design report findings must be clarified, and scope of work limitations must be clearly defined and understood so as to avoid change orders. Additional problems encountered include ensuring that appropriate and applicable design features are included in consultant prepared plans; ensuring that most effective seasonal staging of construction is provided to maintain satisfactory traffic flow and to optimize the use of manpower; providing for local government agreements; ensuring that the provisions of consultant agreements best protect the state's interest. The greatest challenges to this position are to ensure that provisions of the consultant agreements are clearly understood and followed by all parties involved and that the consultant furnishes the department plan documents of high quality and which meet predetermined deadlines.

The incumbent personally: meets with selected consultants; supervises the preparation of and approves the provisions of agreements, supplements, and extra work authorizations; reviews and approves sub-contracts prepared by consultants, defines and determines final scope of work provisions, negotiates manhours and directs costs, and obtains required signatures and approvals; assigns projects to and supervises the review of consultant work done by staff; ensures that schedules are maintained; resolves more difficult engineering problems; reviews with Consultant Project Engineers, all final reports and documents to ensure that federal and state requirements have been met; determines the acceptability of work and reviews consultant evaluations.

The incumbent accomplishes accountabilities through the following staff:

- Consultant Project Engineer: is, with a staff, responsible for coordinating, evaluating, and reviewing consultant activities associated with the preparation of contract plans, specifications, special provisions, and cost estimates for transportation improvements to ensure that the plans are completed as scheduled and reflect applicable policies and standards and sound engineering principles.
- Consultant Expressway Unit Engineer: is, with a staff, responsible for coordinating evaluating and reviewing consultant activities associated with the preparation of contract plan documents for urban expressways, to ensure that plans are completed as scheduled and reflect applicable policies and standards and sound engineering

principles

- Office Coordinator: is responsible for providing administrative support for the section.

### **(Job Responsibilities continued)**

The incumbent works in accordance with established federal and state guidelines; however, he/she must exercise considerable discretion and independent judgment in determining the scope of consultant agreements and in instructing consultants in interpreting design policies and standards.

The incumbent must maintain contact with consultant firms to effectively supervise, review and evaluate the consultants' activities, and with district bureaus, central office, local government units, regional planning groups, federal agencies, and private parties to assist in determining design features which may include justified variances from standards, and obtaining final project approval. Occasional travel and overtime may be necessary to fulfill the duties of this position.

The effectiveness of this position is measured by the incumbent's ability to optimize use of manpower to meet project deadlines and by obtaining approval of contract documents without need for major corrections and revisions.

### **Principal Accountabilities**

1. Supervises the negotiations and preparation of consultant agreements which protect the department's interest.
2. Ensures that the contract documents, as prepared, are in accordance with current policies, practices, and approved design reports.
3. Ensures that the completed contract documents are of the quality, accuracy, and completeness needed to meet federal and state standards of excellence.
4. Monitors consultant progress regarding adherence to executed agreement provisions, including fees and specified completion dates.
5. Reviews and approves the performance evaluation of each consultant.
6. Provides the direction, counseling and motivation of subordinate staff that ensures a high level of productivity and effective performance of duties.
7. Performs duties in compliance with department safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.

### **Qualifications**

#### **Position Requirements**

- Education/Experience
  - Current registration as a Licensed Professional Engineer in the state of Illinois
  - Eight years of experience in civil engineering including three years supervising staff and managing engineering functions
- Valid driver's license

#### **Position Desirables**

- Significant experience in consultant negotiations/monitoring and the preparation of contract documents, including in project management and the supervision of subordinates
- Extensive knowledge of the principles and practices of civil engineering with special emphasis on highway construction and plan preparation
- Ability to develop and maintain cooperative relationships with staff and the public
- Excellent oral and written communication skills

**Work Hours:** 8:00 AM - 4:15 PM Monday-Friday (45 minute lunch)

**Work Location:** 201 Center Ct Schaumburg, IL 60196-3169

**Office:** Office of Highways Project Implementation/Region 1/District 1/Design

**Agency Contact:** [DOT.CONTACTTHR@ILLINOIS.GOV](mailto:DOT.CONTACTTHR@ILLINOIS.GOV)

**Job Family:** Transportation

### **APPLICATION INSTRUCTIONS**

Use the "Apply" button at the top right or bottom right of this posting to begin the application process. If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on [Illinois.jobs2web.com](http://Illinois.jobs2web.com) – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- [donotreply@SIL-P1.ns2cloud.com](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)